



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF PERSONNEL MANAGER	41	A	7.510

### DEFINITION OF CLASS:

Under administrative direction, plans, organizes and directs the work of a major functional area of the State Personnel Department or serves as the regional manager for the department's programs. These positions report to the department director and have responsibility for one of the following: Field Services, Technical Services Division or full service regional office in Las Vegas. Supervision is exercised over an experienced professional staff who carry out the activities of each division. The incumbent is responsible for the division's budget, goals, and objectives and legislative and departmental liaison.

### DISTINGUISHING CHARACTERISTICS:

This class is distinguished by responsibility for a division of the State Personnel Department.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Plans, organizes, and coordinates the work of a division of the Personnel Department.

Supervises and reviews the work of section heads involved in the conduct of personnel functions in areas such as Field Services, Technical Services or Southern Regional office. Duties include supervision of such areas as recruitment and selection, classification, compensation and regulation development and interpretation, exam development and validation.

Provides constant support, advice and rule interpretation to line department management.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of state budget procedures and strategic planning process. Detailed knowledge of state statutes and rules as they apply to the personnel function. Working knowledge of the organization of the various state agencies and the mission of each agency and division.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Cont.)

Skill in planning and directing performance-audit activities for the purpose of delegated agreements. Skill in reviewing and evaluating effectiveness of personnel programs, and modifying such programs as necessary. Skill in making presentations to legislative, executive, and quasi-judicial bodies.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of federal and state laws and regulations which govern personnel practices and public employment. Working knowledge of classification and compensation systems and methodology. Working knowledge of recruitment and selection principles, practices, and methods. Working knowledge of principles and practices of public personnel administration.

Skill in communicating in a clear and concise manner. Skill in interpreting and applying statutes, regulations and policies. Skill in analyzing technical personnel problems and making sound decisions. Skill in managing, motivating staff by planning, organizing, delegating, budgeting, and providing performance evaluations and development programs.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university in personnel management, public administration or a related field and five years of progressively responsible personnel management experience including at least two years of public sector supervisory level personnel management; OR

II

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.510</u>
ESTABLISHED:	01/01/61
REVISED:	06/07/65
REVISED:	04/26/74
REVISED:	12/16/76
REVISED:	10/25/85
REVISED:	02/03/92UC
REVISED:	07/01/93P
	09/24/92PC